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# Office of the Secretary

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Description	FY 2010 Actual	FY 2011 Approved	FY 2012 Proposed	% Change from FY 2011
Operating Budget	\$2,955,220	\$2,727,505	\$2,920,017	7.1
FTEs	23.3	22.0	21.0	0.0

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The mission of the Office of the Secretary of the District of Columbia is to provide protocol, authentication, ceremonial and records management services on behalf of the Mayor and District government agencies in a manner that is efficient, accountable and customer friendly.

## Summary of Services

The Office of the Secretary of the District of Columbia provides document management through the Office of Notary Commissions and Authentications, the Office of Documents and Administrative Issuances (“ODAI,” publishers of the D.C. Register and the D.C. Municipal Regulations), and the Office of Public Records (managers of the D.C. Records Center and the District of Columbia Archives). The Ceremonial Services Unit is responsible for all Mayoral proclamations and ceremonial documents, and the Office of Protocol and International Affairs manages Sister City relationships and communication between the Executive Branch and foreign government representatives.

The agency’s FY 2012 proposed budget is presented in the following tables:

## FY 2012 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2012 agency budget compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

**Table BA0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
<b>General Fund</b>						
Local Funds	3,059	2,520	2,034	2,221	188	9.2
Special Purpose Revenue Funds	528	427	694	699	5	0.7
<b>Total for General Fund</b>	<b>3,587</b>	<b>2,947</b>	<b>2,728</b>	<b>2,920</b>	<b>193</b>	<b>7.1</b>
<b>Private Funds</b>						
Private Donations	0	8	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>3,587</b>	<b>2,955</b>	<b>2,728</b>	<b>2,920</b>	<b>193</b>	<b>7.1</b>

\*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2012 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2012 Proposed Full-Time Equivalents, by Revenue Type

Table BA0-2 contains the proposed FY 2012 FTE level compared to the FY 2011 approved FTE level by revenue type. It also provides FY 2009 and FY 2010 actual data.

**Table BA0-2**

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change
<b>General Fund</b>						
Local Funds	18.6	19.7	18.0	17.0	-1.0	-5.6
Special Purpose Revenue Funds	3.4	3.6	4.0	4.0	0.0	0.0
<b>Total for General Fund</b>	<b>22.0</b>	<b>23.3</b>	<b>22.0</b>	<b>21.0</b>	<b>-1.0</b>	<b>-4.5</b>
<b>Total Proposed FTEs</b>	<b>22.0</b>	<b>23.3</b>	<b>22.0</b>	<b>21.0</b>	<b>-1.0</b>	<b>-4.5</b>

## FY 2012 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2012 budget at the Comptroller Source Group (object class) level compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

**Table BA0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2009</b>	<b>Actual FY 2010</b>	<b>Approved FY 2011</b>	<b>Proposed FY 2012</b>	<b>Change from FY 2011</b>	<b>Percent Change*</b>
11 - Regular Pay - Cont Full Time	1,688	1,522	1,515	1,640	125	8.3
12 - Regular Pay - Other	108	12	42	0	-42	-100.0
13 - Additional Gross Pay	186	34	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	310	262	279	322	44	15.6
15 - Overtime Pay	3	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>2,294</b>	<b>1,829</b>	<b>1,836</b>	<b>1,963</b>	<b>127</b>	<b>6.9</b>
20 - Supplies and Materials	66	6	11	40	29	272.8
30 - Energy, Comm. and Bldg Rentals	92	133	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	28	35	0	0	0	N/A
32 - Rentals - Land and Structures	5	0	0	0	0	N/A
33 - Janitorial Services	45	54	0	0	0	N/A
34 - Security Services	38	8	0	0	0	N/A
35 - Occupancy Fixed Costs	88	109	0	0	0	N/A
40 - Other Services and Charges	310	137	221	261	40	17.9
41 - Contractual Services - Other	609	486	449	444	-5	-1.2
50 - Subsidies and Transfers	0	158	207	200	-7	-3.4
70 - Equipment and Equipment Rental	14	0	4	13	10	271.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,293</b>	<b>1,126</b>	<b>892</b>	<b>957</b>	<b>66</b>	<b>7.4</b>
<b>Gross Funds</b>	<b>3,587</b>	<b>2,955</b>	<b>2,728</b>	<b>2,920</b>	<b>193</b>	<b>7.1</b>

\*Percent change is based on whole dollars.

### Program Description

The Office of the Secretary operates through the following 7 programs:

**International Relations and Protocol** – provides liaison and outreach services to the diplomatic and international communities on behalf of the Mayor and local residents. This program is responsible for all international visitors to the District government, Sister City relationships, and relations between embassies and their neighbors.

**Ceremonial Services** - provides ceremonial document services to individuals, businesses, organizations, and government agencies so that they can have their activities and events recognized by the Mayor. Proclamations, greeting letters, and condolence letters are among the most requested documents.

**Office of Documents and Administrative Issuances** - provides technical, professional and other legal services to the Mayor, District agencies, and the general public so that they can give and/or have official notice of all proposed and adopted legal mandates.

This program contains the following 3 activities:

- **Regulations** – provides regulation review and compilation services to citizens worldwide so that they can be informed of all legal requirements of the District of Columbia in a format that is accurate, complete, timely, and user friendly;
- **D.C. Register** – provides review and technical assistance services to District executive and independent agencies so that they can be in compliance with editorial standards and legal requirements of the District of Columbia's Administrative Procedures Act, implementing regulations, and D.C. Documents Act of 1978; and
- **Administrative Issuances** – provides professional and technical assistance services to the Mayor and executive agencies so that they can implement major policies and programs, and make appointments in a timely manner to foster the activities of government.

**Notary Commissions and Authentications** – commissions for all notaries public in the District of Columbia and authenticates documents signed by D.C. notaries public for domestic and foreign use. The office also serves as an official passport application acceptance facility for the U.S. Department of State.

**Office of Public Records** - provides archives and records management services to District government agencies and the public so that they can gain access to official government documents.

This program contains the following 3 activities:

- **Records Management** – provides temporary records management services to District government agencies and the public so that they can have access to public records stored in the D.C. Records Center;
- **Archival Administration** – provides historical records management services to District government agencies and the public so that they can have access to historical public records stored in the D.C. Archives; and

- **Library of Government Information** – provides publication management services to District government agencies and the public so that they can have access to publications created by the District government agencies.

**Executive Management** – manages the work of several commissions, provides official signatory services for the Mayor of the District of Columbia, and takes on special projects at the request of the Mayor.

This program contains the following 2 activities:

- **Executive Management** – manages the work of several commissions, provides official signatory services for the Mayor of the District of Columbia, and takes on special projects such as the DC One Fund and Voting Rights Initiative; and
- **Emancipation Day Activities** – provides support for the Emancipation Day celebration and related activities to commemorate District of Columbia Emancipation Day.

**Agency Management Program** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

### **Program Structure Changes**

The Office of the Secretary had no program structure changes in the FY 2012 Proposed Budget.

## FY 2012 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2012 budget by program and activity compared to the FY 2011 approved budget. It also provides the FY 2010 actual data.

**Table BA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011
<b>(1000) Agency Management Program</b>								
(1010) Personnel	23	0	0	0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	160	157	160	3	1.0	1.0	1.0	0.0
(1030) Property Management	306	4	19	15	0.0	0.0	0.0	0.0
(1040) Information Technology	0	32	0	-32	0.0	0.0	0.0	0.0
(1070) Fleet Management	70	70	2	-68	1.0	1.0	0.0	-1.0
(1080) Communication	178	134	137	3	2.0	2.0	2.0	0.0
(1085) Customer Service	66	42	82	40	0.5	0.5	1.0	0.5
(1090) Performance Management	258	304	373	69	2.0	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management Program</b>	<b>1,061</b>	<b>743</b>	<b>773</b>	<b>30</b>	<b>6.4</b>	<b>6.5</b>	<b>6.0</b>	<b>-0.5</b>
<b>(1002) International Relations and Protocol</b>								
(1200) International Relations and Protocol	116	111	113	2	1.0	1.0	1.0	0.0
<b>Subtotal (1002) International Relations and Protocol</b>	<b>116</b>	<b>111</b>	<b>113</b>	<b>2</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(1003) Ceremonial Services</b>								
(1300) Ceremonial Services	153	109	222	113	2.0	2.0	2.0	0.0
<b>Subtotal (1003) Ceremonial Services</b>	<b>153</b>	<b>109</b>	<b>222</b>	<b>113</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1004) Office of Documents and Administrative Issuances</b>								
(1400) Regulations	92	102	108	5	1.0	1.0	1.0	0.0
(1401) D.C. Register	285	197	192	-6	2.0	2.0	2.0	0.0
(1402) Administrative Issuances	34	74	76	2	1.0	1.0	1.0	0.0
<b>Subtotal (1004) Office of Documents and Administrative Issuances</b>	<b>412</b>	<b>373</b>	<b>375</b>	<b>2</b>	<b>3.9</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>(1005) Notary Commissions and Authentications</b>								
(1501) Notary Authentications	287	289	317	27	3.6	4.0	4.0	0.0
<b>Subtotal (1005) Notary Commissions and Authentications</b>	<b>287</b>	<b>289</b>	<b>317</b>	<b>27</b>	<b>3.6</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>(1006) Office of Public Records</b>								
(1600) Records Management	565	706	754	48	2.0	2.0	2.0	0.0
(1601) Archival Administration	78	80	97	16	3.0	1.0	1.0	0.0
(1602) Library of Government Information	71	65	68	3	1.0	1.0	1.0	0.0
<b>Subtotal (1006) Office of Public Records</b>	<b>714</b>	<b>852</b>	<b>919</b>	<b>67</b>	<b>5.9</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>

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**Table BA0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011
<b>(1007) Executive Management</b>								
(1700) Executive Management	164	1	1	0	0.0	0.0	0.0	0.0
(1701) Emancipation Day Activities	48	249	200	-49	0.5	0.5	0.0	-0.5
<b>Subtotal (1007) Executive Management</b>	<b>212</b>	<b>250</b>	<b>201</b>	<b>-49</b>	<b>0.5</b>	<b>0.5</b>	<b>0.0</b>	<b>-0.5</b>
<b>Total Proposed Operating Budget</b>	<b>2,955</b>	<b>2,728</b>	<b>2,920</b>	<b>193</b>	<b>23.3</b>	<b>22.0</b>	<b>21.0</b>	<b>-1.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2012 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2012 Proposed Budget Changes

**Intra-Agency Adjustments:** The Office of the Secretary made several changes to its Local funds budget for FY 2012. The Agency Management program will eliminate 1.0 FTE saving \$68,202 in salary and fringe benefits. Additional savings will be achieved by decreases of \$7,145 and \$5,425 in subsidies and transfers and contractual services respectively. There is a Local funds increase of \$168,525 to align personal services with projected expenses. The Office of the Secretary will also increase Local funds in other services and charges by \$92,896, supplies and materials

by \$28,300, and equipment by \$9,500. The agency will decrease Special Purpose Revenue funds by \$22,484 in other services and charges across multiple programs. In addition, the Notary Commission and Authentications program will increase Special Purpose Revenue funds by \$700 in supplies and materials, and \$26,546 to align personal services with projected expenses.

**Transfers Out:** IT assessment Local funding in the amount of \$30,698 will be transferred to the Office of the Chief Technology Officer (OCTO).

## FY 2011 Approved Budget to FY 2012 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2011 approved budget and the FY 2012 proposed budget.

**Table BA0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2011 Approved Budget and FTE</b>		<b>2,034</b>	<b>18.0</b>
Cost Decrease: Decrease subsidies and transfers	Executive Management	-7	0.0
Cost Decrease: Decrease contractual services	Office of Public Records	-5	0.0
Cost Increase: Align personal services with projected expenditures	Multiple Programs	169	0.0
Cost Increase: Increase other services and charges	Multiple Programs	93	0.0
Cost Increase: Increase supplies and materials	Agency Management Program	28	0.0
Cost Increase: Increase equipment and equipment rental	Office of Public Records	10	0.0
Eliminate: Eliminate FTE	Agency Management Program	-68	-1.0
<b>FY 2012 Initial Adjusted Budget</b>		<b>2,252</b>	<b>17.0</b>
Transfer Out: Transfer Local portion of IT assessment to OCTO	Agency Management Program	-31	0.0
<b>LOCAL FUNDS: FY 2012 Proposed Budget and FTE</b>		<b>2,221</b>	<b>17.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Approved Budget and FTE</b>		<b>694</b>	<b>4.0</b>
Cost Decrease: Decrease other services and charges	Multiple Programs	-22	0.0
Cost Increase: Align personal services with projected expenditures in salary and fringe benefits	Notary Commissions and Authentications	27	0.0
Cost Increase: Increase supplies and materials	Notary Commissions and Authentications	1	0.0
<b>FY 2012 Initial Adjusted Budget</b>		<b>699</b>	<b>4.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2012 Proposed Budget and FTE</b>		<b>699</b>	<b>4.0</b>
<b>Gross for BA0 - Office of the Secretary</b>		<b>2,920</b>	<b>21.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2012:

**Objective 1:** Ensure timely and open access to all District of Columbia laws, regulations and administrative issuances.

**Objective 2:** Support District of Columbia agencies' attempts to bring the basic functions of District of Columbia Government to the forefront of e-government services nationwide.

**Objective 3:** Educate District residents and visitors on local history through the special events, projects, and websites managed by the Office.

## Agency Performance Measures

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Current documents and issuances digitized, indexed, and available via website <sup>1</sup>	755	900	1,114	100%	100%	100%
Historical documents and issuances digitized, indexed, and available via DCRegs website	Not Available	Not Available	605	15,000	15,000	15,000
Number of D.C. Register issues published	52	Not Available	52 + 7 indexes	52 + 1 index	52 + 1 index	52 + 1 index
Number of business days it takes to process 90 percent of notary applications	35	30	Not Available	35	35	30
Number of ceremonial documents processed	1,152	2,000	1,309	1,500	1,400	1,300
Percentage of ambassador welcome letters sent within three months of start of new ambassador's term	100%	100%	100%	100%	100%	100%
Percentage of record requests fulfilled digitally	Not Available	5%	11.13%	13%	15%	17%
Percentage of subgrantee's budget spent on programmatic costs <sup>2</sup>	Not Available	Not Available	Not Available	65%	65%	65%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>3</sup>	Not Available	Not Available	Not Available	100%	100%	100%

### Performance Plan Endnotes:

- Beginning in FY 2012, this indicator will be tracked as a percentage of current documents digitized, rather than a raw number.
- The Wise Giving Alliance of the Better Business Bureau identifies 65 percent to be an industry standard for this measure <http://www.bbb.org/us/Charity-Standards/>. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.
- Pursuant to 11.4 percent of the Grants Manual and Source Book, all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.